



Institutional Effectiveness Committee Meeting

June 24, 2008

Meeting Minutes

Attendance:

Debra Harlow
Gretchen Bell
Dawn Langley
Karen Bowen
Jim Owen
William Barnes
Tina Bryant-Allen

John McLarty
Mike Dossett
Phil Hille
Judy Bradsher
Randy Young
Lionel Parker
Sheila Clark

I. Welcome

Tina Bryant-Allen

The committee reviewed the Institutional Planning Process. To date the committee is on target (step VII of the Process) assessment of the previous year's goals and objectives. Everyone was encouraged to review the entire process.

II. Assessment of 2007-2009 Goals as of June 2008

Administrative Services

William Barnes

(See Handout) There was discussion regarding the Facilities Master Plan and Mr. Barnes provided an update of the process.

Continuing Education

Doris Carver

Ms. Carver was not present for the meeting, however will provide the Continuing Education update at the next IE Committee meeting.

Instruction & Student Development

Dr. Young

(See Handout) Dr. Young provided a detailed update of each area in ISD.

President's Staff

Dr. Owen

Dr. Owen shared the status of the Foundation's fundraising efforts (to date). The College will soon have a new web designer joining the team and assisting in the 1-2 year process of getting the new web-site up and running. Dr. Karen Bowen is busy assisting every facet of the college in improving their services to students by providing grant writing and research assistance. Many of the grants awarded within ISD areas (as listed in Dr. Young's assessment) were results of Dr. Bowen's efforts.

III. Planning for 2008-10 / Goals as of June 2008

Administrative Services

William Barnes

(See Handout)

Continuing Education

Doris Carver

(Will provide at next meeting)
Instruction & Student Development
(See Handout)
President's Staff

Dr. Young

Dr. Owen

IV. Status of 2007-2008 Program Reviews

Accounting Dawn Langley
(See Handout) Dean Langley discussed the highlights of the review process with the committee.

Business Administration Dawn Langley
(See Handout) Dean Langley discussed the highlights of the review process with the committee.

Human Services Mike Dossett
(See Handout) Dean Dossett discussed the highlights of the review process with the committee.

V. Schedule of 2008-2009 Program/Unit Reviews All

The Associate in Fine Arts will be included on the Program Review calendar along with the Associate in Arts and Science. The first review of this program will take place in 2012.

Student Development and the Business Office have volunteered to participate in Unit Reviews for this academic year. Student Development will participate this Fall and the Business Office in the Spring.

VI. Business Continuity Plan Update Tina Bryant -Allen

An electronic version of the plan will be sent to the committee for review. Please submit comments/recommendations no later than July 11th. The College BOT will review the plan during their July 2008 meeting. Also, the College's Pandemic Plan will be submitted for approval during the same meeting. Both documents will be reviewed and updated on an annual basis. These are the initial plans that will be developed more each year. Many thanks to the subcommittee that worked tirelessly on gathering the information from various areas of the college: John McLarty, Lisa Cooley, Gretchen Bell, Phil Hille and Tina Bryant-Allen.

VII. Other (Good of the Order) John McLarty

Mr. McLarty discussed the need for successful transitioning of information from the current administration as they prepare to retire from their work with the College. Many state agencies are currently looking at this process and applying it to their perspective areas.

VIII. Next Meeting

September 16, 2008, at 10a.m. in D -120